



CITY OF HOUSTON

Job Posting

CORRECTION

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Applications accepted from:

ALL PERSON INTERESTED

Job Classification

AIRPORT OPERATIONS SPECIALIST

Posting Number

PN# 101934

Department

Houston Airport System

Division

Bush Intercontinental Airport

Section

Operations

Reporting Location

4500 Will Clayton Parkway *

Workdays & Hours

Shift work, including rotation, weekends and holidays *

***Subject to change**

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Promotes a safe, friendly, efficient airport environment to meet customer's needs. Maintains a team atmosphere with internal customers so those interdependent objectives can be achieved. Inspects airfields, perimeters and terminal areas. Observes and reports tenant and airline compliance with leases, contracts and policies. Monitors construction and maintenance activities in operational areas. Monitors federal, state, and airport operating rules and regulations and issues corrective actions for deviations. This may entail issuing NOTAMS, maintaining safe operations, and other actions based on sound judgment and experience. Performs and reports traffic and curbside management duties.

WORKING CONDITIONS

Performing these duties will involve: walking long distances and standing for extended periods; making visual observations and differentiating details; attending to details amid distractions; operating City vehicles; dealing with people in tense situations; speaking and writing effectively, observing and differentiating details; adjusting to critical and demanding work; being exposed to inclement weather conditions and airport noise; and working as a member of the team. May be required to lift up to forty (40) pounds. May be exposed to short periods of extreme stress. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Aviation Management, Airway Science, Criminal Justice, Business Administration, Public Administration or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

Six (6) months of experience in airport operations, airport security or airport safety is required. Directly related professional experience in airport operations/security may be substitute for education on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Airport Operations Experience Preferred. Considerable knowledge of the principles/procedures involved in the monitoring of airport operations and FAA rules and regulations. Ability to diplomatically communicate with all levels of airport tenants. Personal Computer experience using Microsoft XP. Ability to communicate effectively and courteously with co-workers, Aviation employees, vendors and the public.

SELECTION/SKILLS TEST REQUIRED

Application review and/or interview.

SAFETY IMPACT POSITION

☒ Yes

☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 17
\$1,169.00 - \$1,345.00 Biweekly \$30394.00 - \$34,970.00 Annually

OPENING DATE

DECEMBER 8, 2004

CLOSING DATE

OPEN UNTIL FILLED

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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